

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 7 October 1955

FROM : Acting Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #40  
27 September - 4 October 1955I. SIGNIFICANT ITEMS

None.

25X1

II. OTHER ITEMSA. Projects now Underway:

1. Revision of CIA [ ] "Organization: Office of Training".
2. Revision of CIA [ ] "Indoctrination and Orientation of Personnel".
3. Revision of CIA [ ] "Basic Intelligence Training".
4. Revision of CIA [ ] "Clerical Training".
5. Preparation of an OTR Notice on the use of personnel data by supervisors available in OTR.
6. Revisions to the Catalog of Courses.
7. Plan for Training Annex, Country Plans, CIA Hot War Plan.
8. Plan for Training Section, Support Annex, to the Country Appendix, CS Cold War Plan.
9. Draft Revision of TR RM O-1, Glossary of Intelligence Terminology.
10. OTR Regulation establishing a Speaker Index.
11. OTR Regulation on the release of training materials to other components.

25X1A

25X1A

25X1A

~~SECRET~~

CONFIDENTIAL

B. Committee on New Building Requirements:

A survey of the classroom requirements submitted by other components of the Agency has now been completed and work is underway on determining library and training film space activities.

C. Components Briefings for OTR Personnel:

Twenty persons attended the special briefing conducted by the Office of Central Reference on 6 October. The next briefing will be held on 20 October by OCI from 1400 to 1530 hours. The briefing scheduled for 13 October by OSI has been changed to 3 November. Full schedule of briefings is given in OTR Notice 18-55.

D. Preparation of Training Section to WE Division Country Appendix:

Preparatory to beginning the Support Planning Program scheduled for this fall, the second of a series of meetings now being conducted with area divisions was held with WE administrative officers on 4 October. Initial problems of planning were discussed and arrangements were made for subsequent meetings between the individual support planners and the appropriate area division officers.

E. CIA [ ] "Organization: Office of Training":

25X1A

OTR has prepared a reply to the Regulations Control Staff concerning comments and changes pertaining to CIA [ ] proposed by DD/P.

25X1A

F. OTR Orientation for Agency Personnel:

At the request of the DD/I TLO's, an OTR orientation for DD/I personnel has been scheduled for 1 November. Arrangements are now being made with the School and Staff chiefs to establish the agenda. New personnel on duty with OTR who would benefit by attending this orientation will be invited by their School or Staff chief.

G. Reports and Publications Branch:

1. The Chief, R&P Branch, held a series of conferences on the Five-Year Presentation with various school, staff, and branch chiefs to decide on what types of graphic aids could be used, how they could be used, and by what means they would be produced. Mr. [ ] is identifying and assembling documents of historical value. He has already forwarded several of the most important ones. A dummy of the Five-Year Presentation setting forth the structure and outline will be completed by 15 October.

25X1A

~~SECRET~~

CONFIDENTIAL

SECRET

25X1A

2. The Chief also discussed with [ ] and [ ] the method of reproducing and disseminating certain documents for class use. He also talked with [ ] on the preparation of the final draft on the Glossary of Intelligence Terminology.

25X1A

25X1A

III. PERSONNEL

A. Messrs. [ ] continue in training courses.

25X1A

25X1A

B. Mr. [ ] briefed the university consultants on 5 October on "Kinds of Assignments Given to Junior Case Officers in DD/P."

25X1A

C. Mr. [ ] taught four hours in an instructional techniques course for two trainees for the Project Training Division.

25X1A

D. Mr. [ ] is attending the Effective Writing Course.

25X1A

E. Miss [ ] is on temporary duty with the Staff.

[ ]  
25X1A

SECRET